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Central Intelligence Agency



Washington, D.C. 20505

Executive Registry

85- 3910/1

7 October 1985

Ms. Carole A. Beauchamp
Assistant Director for
Internships, Placement and Alumni
Institute of Policy Sciences and
Public Affairs
Duke University
4875 Duke Station
Durham, NC 27706

Dear Ms. Beauchamp:

Thank you for your letter of 17 September concerning summer internships. Mr. John McMahon has requested that I respond to your inquiry and provide you with information regarding such opportunities with the Agency.

I have enclosed some literature that specifically outlines our program for graduate internships, our requirements for employment, as well as those occupations of interest to us. The processing for Agency employment takes four to five months to complete, and we require our graduate candidates to have at least a 3.0 GPA based on a 4.0 scale. I should note that we have direct hiring authority and are not required to coordinate our actions with the Office of Personnel Management (OPM).

Should any of your students be interested in applying for this program, please have them forward a resume outlining their current academic program and achievements, including their overall GPA and past work experience. We will accept only Agency applications for employment, and we ask each academic institution to screen all their candidates before submitting their resumes. This correspondence should be forwarded to: Coordinator for Student Programs, Department S, Room 4N20J, P.O. Box 1925, Washington, D. C. - 20013.

STAT

We appreciate your interest in the Agency and our Graduate Program, and thank you for writing.

Sincerely,

STAT

Deputy Director for Employment

Enclosures



L-305

SUBJECT: Summer Internships Letter to Ms. Carole A. Beauchamp

STAT

DA/OP/E/STP gmc (8 Oct 85)

Distribution:

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Central Intelligence Agency



Washington, D.C. 20505

GRADUATE STUDIES PROGRAM

The Graduate Studies Program of the Central Intelligence Agency began in 1966 to attract bright graduate students to the Agency. Initially, the program focused on Chinese area and language studies, but it has gradually expanded to include students of other geographical areas, languages and academic disciplines such as international affairs, area studies, economics, engineering, geography, cartography, law and other sciences. A majority of those selected for the program have completed one or more years of graduate study.

Over the years, the Graduate Studies Program has proved mutually beneficial from both a short and long-range point of view. Graduate Fellows benefit in that they have an opportunity to participate in the substantive work of the Agency and to become acquainted with professional foreign intelligence analysts. The results of their research projects are most often of high quality, and some are published and disseminated throughout the Intelligence Community. At the same time, the Agency benefits in that it is able to assess the analytical ability and the potential of the Graduate Fellows for permanent employment. Approximately fifty percent of the participants return to staff employment upon completion of their studies.

To be eligible for the program a student must be committed to attend graduate school during the fall following the summer of internship, must be a citizen of the United States, and must undergo a complete background investigation and polygraph. Students interested in applying for the program should send a letter and resume to the Agency in early fall, but no later than 1 November 1985. The letter should outline the students planned course of graduate study and should request a copy of the Agency's official application which must be returned to the Coordinator of the program no later than 24 November 1985. Graduate Fellows are also eligible to apply for the Agency's Tuition Assistance Program.

For additional information, contact the Coordinator for Student Programs, Department S, Room 4N20J, P.O. Box 1925, Washington, D.C. 20013.

The Agency is an equal opportunity employer.



DUKE UNIVERSITY

Executive Registry

85- 3910

INSTITUTE OF POLICY SCIENCES
AND PUBLIC AFFAIRS

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*Assistant Director for Internships,
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4875 DUKE STATION
DURHAM, NORTH CAROLINA 27706
(919) 684-6612/3029/4005

September 17, 1985

Mr. John N. McMahon
Deputy Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. McMahon:

I am writing to request information concerning your summer internship program for both graduate and undergraduate students who are interested in international issues.

The Institute of Policy Sciences and Public Affairs at Duke University is an interdisciplinary program emphasizing coursework to develop strong analytical skills. The students are trained in applied economics, program evaluation, policy analysis, benefit-cost analysis, organizational behavior and operations research, with a heavy emphasis on communications skills. More recently, the Institute has developed a strong focus on international issues, and many of our students are interested in fulfilling their internship requirement with an organization dealing with international issues.

I would, therefore, appreciate receiving any information which you have about possible job opportunities as well as the appropriate application forms which are necessary for them to apply for these positions.

Thank you.

Cordially,

Carole A. Beauchamp
Assistant Director for
Internships, Placement and Alumni

CAB:mle

P.S. When recruiting for internships and permanent employees, do you have "direct-hire" authority or must you go through OPM?